	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City	Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM	Name of Office: OSDS-SDS

January 10, 2019

RELEASED

DIVISION MEMORANDUM
 No. 19 S. 2019

JAN 11 2019

By [Signature]
 DepED Angeles City
 Division of City Schools



**ELECTION CALENDAR FOR SUPREME PUPIL GOVERNMENT
 AND SUPREME STUDENT GOVERNMENT FOR SY 2019-2020**

To: All Public Secondary and Elementary School Heads

1. Pursuant to Deped Order No. 47 s. 2014 "Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools" and Deped Order No. 11 s.2016 "Additional Guidelines on the Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools", please be guided on the conduct of the Student Government Elections for SY 2019-2020.

Date	SPG/SSG ACTIVITIES
January 15, 2019	Organization of SPG/SSG Commission on Election (COMELEC)
January 17, 2019	COMELEC Orientation at L&D Room, Division Office (2PM)
January 29, 2019	Filing of Candidacy
January 30, 2019	Evaluation of Certificate of Candidacy (COC) vis-à-vis Qualifications and Disqualifications
January 31, 2019	Announcement of the Official List of Candidates
February 4-8, 2019	Campaign Period <ul style="list-style-type: none"> • Presidential Election Forum • Campus-Wide Presidential and Vice-Presidential Debate
February 11, 2019	Elections (7:00AM to 2:00PM) and Proclamation of Winners:
February 12, 2019	Secondary
February 13, 2019	North District
February 14, 2019	East District
February 15, 2019	West District
February 18, 2019	South District
February 18, 2019	Oath Taking Ceremony (SPG/SSG Officers) – after the Flag Ceremony
February 19-20, 2019	Nomination of SPG/SSG Adviser
March 1, 2019	Division Federated SPG and SSG Election at L&D Room <ul style="list-style-type: none"> Morning – DFSPG Afternoon – DFSSG
March 4, 2019	Submission of the following in hard and soft copies to SGOD-YFP: <ol style="list-style-type: none"> 1. Election Results (Complete List of Officers with Contact Numbers) 2. Comprehensive Evaluation for SPG/SSG Elections for the School (CESGE)

2. Enclosed are the following for your perusal.
 - Enclosure No. 1: CESGE Form
 - Enclosure No. 2: Filing of Candidacy Packet
 - Enclosure No. 3: Parental Consent for SPG/SSG Candidates
 - Enclosure No. 4: Certificate of Candidacy for the SPG/SSG
3. The SGOD-Division Youth Formation Coordinators are authorized to coordinate and monitor the implementation of the school elections. For more information, you may contact Clarisa A. Lagman or Melanie S. Salunga through their email addresses: clarisa.lagman@deped.gov.ph / melanie.salunga@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO VI
Schools Division Superintendent 

cal/sgod/yfp

Enclosure No. 2: Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)



DEPARTMENT OF EDUCATION
Bureau of Learner Support Services
Youth Formation Division

Comprehensive Evaluation for SPG/SSG Elections for the Schools (CESGE)
(to be accomplished in the school level by a representative designated by the School Head)

Component	Indicators	Agree	Disagree	Recommendations
Student Commission on Election (COMELEC)	The students and school admin were well-represented in the school Commission on Elections (COMELEC)			
	The students and school admin were knowledgeable and prepared for the conduct of the elections.			
	The students and the school admin were actively involved in organizing and running the election procedures.			
	The students and the school admin objectively performed their functions and remained non-partisan during the conduct of elections.			
Logistics	The Election materials were prepared on time.			
	The schedules and deadlines were strictly followed.			
	The application forms were made available to all interested students.			
Student Engagement	The students were well-informed about the purpose of the Student Government elections.			
	The students were aware of the voting process.			
	The students actively participated in the elections.			
	The students were encouraged to participate in the student government.			
Selection of Candidates	The interested students were given the opportunity to participate in the elections.			
	All the qualified candidates were considered.			
	The application process was objective and in accordance with the DepEd Student Government Election Code.			
Campaign	The campaign was orderly, organized, fair, and peaceful.			
	The campaign was held in accordance with the DepEd Student Government Election Code.			
	The election code was effectively enforced.			
Voting	The ballots were clear and available.			
	The voting was organized and fair.			
Counting of Votes	The COMELEC effectively, efficiently, and fairly conducted the counting of votes.			
	The count was fair, honest, and transparent.			
	The announcement was immediate and undisputable.			
NAME OF SCHOOL:				
COMELEC Chair's Name and Signature:		Level:		



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DEPARTMENT OF EDUCATION
Youth Formation Division

2017 Elections Application Packet

To run for a position in the SSG/SPG office, each candidate should submit a completed signed application with the following attachments:

- Certificate of Candidacy
- Parental Consent
- Two (2) pcs. of 2x2 photograph
- An official copy of the Report card for the present Academic Year
- General Plan of Actions
- Two (2) recommendation letters from two (2) individuals whom the candidate has worked with in a co-curricular and extra-curricular activity.

RECOMMENDATION LETTERS:

Please secure and submit two (2) recommendation letters (in a signed/sealed envelope) from two (2) individuals that the candidate has worked with in a co-curricular and extra-curricular activity. The recommendations shall include the following:

- Description of the activity wherein the candidate and the author of the recommendation letter worked together
- Detailed description of how the candidate the principles of teamwork, collective decision-making, and good work ethic in the said activity.

The author of the recommendation letters should not be related by affinity or consanguinity to the candidate.

The two (2) recommendation letters should each come from a fellow student that he/she worked with in an activity and from the teacher that served as an adviser of the same activity.

The authors of the recommendation letters should not be related to the candidate by affinity or second degree consanguinity. If needed, the COMELEC has the authority to validate the recommendation letters with its signatories.



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PARENTAL CONSENT

I, _____ as a parent/guardian will support my
(name of parent/guardian)

son/daughter _____ to the best of my ability as
(name of parent/guardian)

he/she commits to the Student Council.

I am allowing him/her to fulfill the duties and responsibilities of a Supreme Pupil Government Officer and to be involved in all of its activities, programs, and projects.

Parent's/Guardian's Signature over Printed Name

Date



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DEPARTMENT OF EDUCATION
Youth Formation Division

CERTIFICATE OF CANDIDACY FOR SUPREME PUPIL GOVERNMENT

An officer of the Supreme Pupil Government lives the ideals, principles, and practices of participatory democracy. He/She represents the student body, and must be fully committed to lead and serve the student body towards the fulfillment of the goals of the Student Government. He/She must uphold the core values and thrusts of the Department of Education and serve as a role model of school and community in words and in deeds.

Student's Name: _____

Current Grade Level: _____

PERSONAL DETAILS:

Gender: _____ Age: _____ Date of Birth: _____

E-mail Address: _____ Mobile No: _____ Landline: _____

Home Address: _____

COMPETENCIES OF CANDIDATES IN RELATION TO THE DESIRED POSITION

Name of activities participated related to the desired position	Specific role in the activity

ELECTORAL INFORMATION:

Party Name: _____ Position in the Party: _____

I certify that I am a bona fide student of this school.

I, whose name and other personal details are herein stated, do hereby file this Certificate of Candidacy for the Supreme Pupil Government COMELEC in the election for school year 2017-2018.

I do hereby declare my intention and desire to be nominated for the particular position of _____

I further state that I am bona fide student of this school with good moral character and academic standing, and I will abide with the election rules and guidelines of the Supreme Pupil Government.

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2018, at _____, affiant exhibiting to me his/her nomination kit which contains his/her C.O.C, photograph, academic records, and parental consent.

SPG COMELEC REPRESENTATIVE